

Click & Drop Desktop
Dropbox file structure modes

Royal Mail

This guide explains the different folder output options for the Click & Drop Desktop application.

If you haven't already installed the application, see How to import orders with Click & Drop Desktop

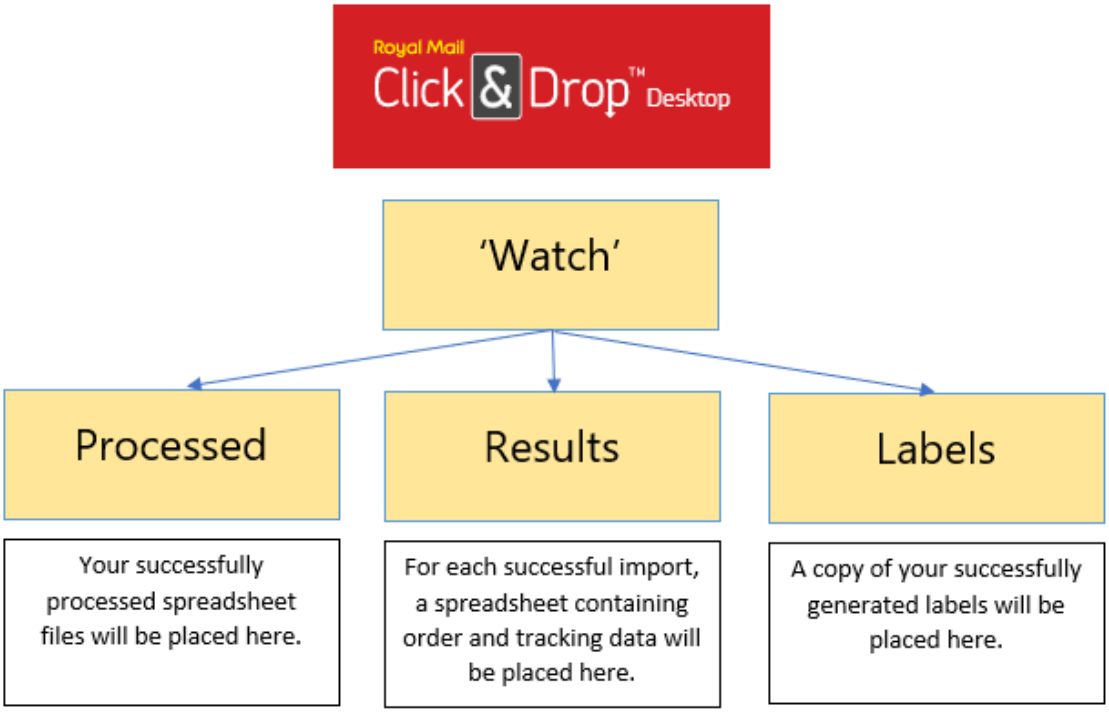
Click & Drop Desktop has two folder and file structure modes, default mode, and Dropbox legacy compatibility mode.

If you have not had a Dropbox integration on your Click & Drop account, you don't have to read this guide.

If you use any form of order or warehouse management software, or use any third-party means of obtaining and/or reading your orders, please check you are using the correct mode.

Default mode

If you have never had a Dropbox integration on your Click & Drop account, your Click & Drop Desktop integration will be set to default mode.



Naming convention for files used in default mode

Files placed into your processed folder:

yyyy-mm-dd-hh-mm-ss-fff-[[WORKSTATION-<WorkstationName>]]-<OriginalFilename>
Example 1 – WITH workstation: 2018-08-15-15-25-10-231-[WORKSTATION]-data.xls
Example 2 – WITHOUT workstation: 2018-08-15-15-25-10-231-data.xls

Please note that the file extension will be the same as the file you put in, i.e. CSV.

Files placed into your Results folder:

yyyy-mm-dd-hh-mm-ss-fff-[[WORKSTATION-<WorkstationName>]]-<OriginalFilename>.csv
Example 1 – WITH workstation: 2018-08-15-15-25-10-231-[WORKSTATION]-data.csv
Example 2 – WITHOUT workstation: 2018-08-15-15-25-10-231-data.csv

Files placed into your labels folder:
<OrderNumber>[-<ChannelReference>].pdf
Example 1 – WITH channel reference: 1234-abcdef.pdf
Example 2 – WITHOUT channel reference: 1234.pdf

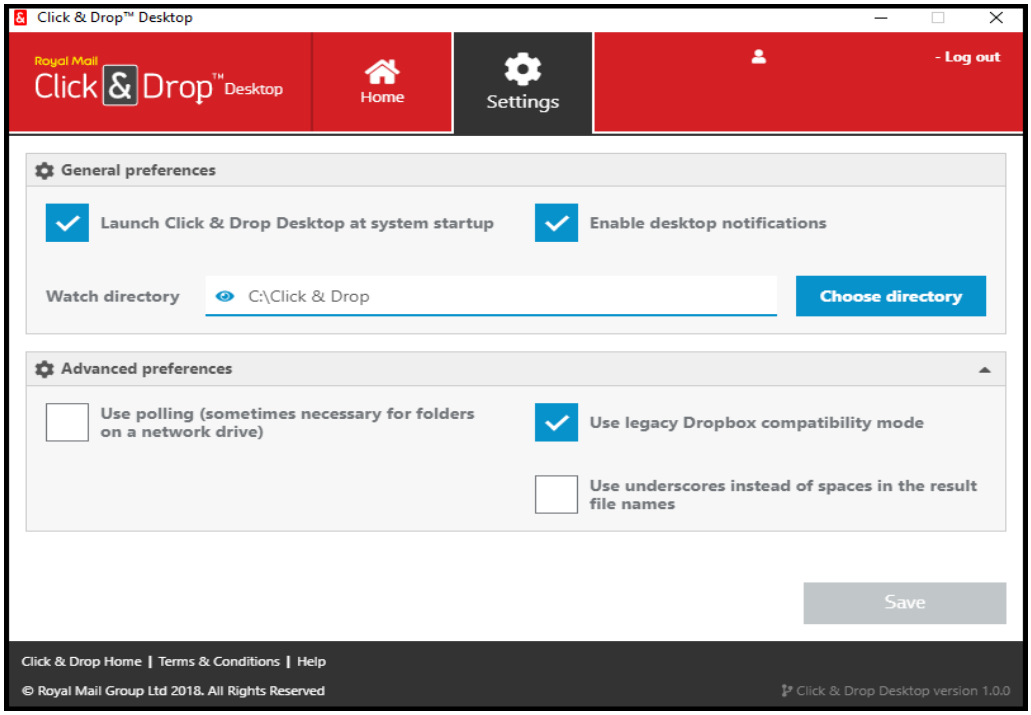
Dropbox legacy compatibility mode

If you have ever had a Dropbox integration on your Click & Drop account, your Click & Drop Desktop integration will automatically be set to Dropox legacy compatibility mode.

The folder structure, file names, and folder names are the same as those created by the Dropbox integration.

To check if you have Dropbox legacy compatibility mode enabled, check your settings within Click & Drop Desktop.

Click the 'Advanced preferences' settings bar to expand and view more information.

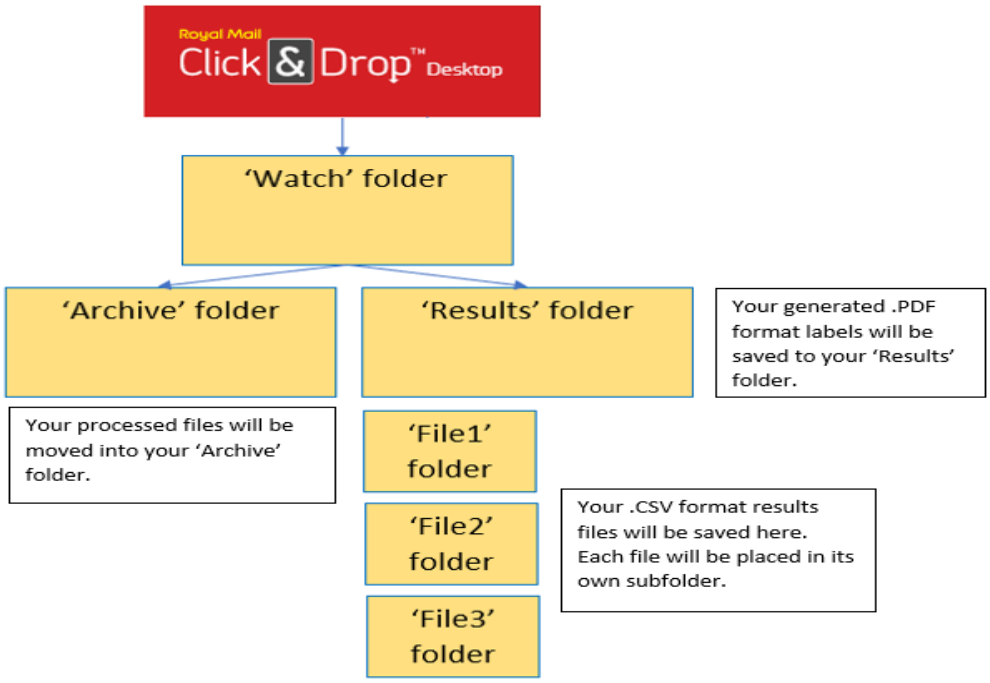


Inside your 'Watch' folder will be an 'Archive' folder, and a 'Results' folder.

All processed files will be moved to the 'Archive' folder.

All labels will be moved to the 'Results' folder.

Also, the 'Results' folder will also contain a subfolder for each of your results CSV files.



Naming convention for files used in Dropbox legacy compatibility mode

Files are saved with their original filesnames, prefixed by a string of digits representing the date.

For example, your your original filename was 'Order1', then your despatch report spreadsheet may look like this:

`201802201246123865.Order1.Csv

The timestamp prefix is arranged: year, month, day, hour, minute, second, fraction-of-second: `2018-02-20-12-46-12-3865`

Spreadsheets are saved in .CSV format, and labels are saved as .PDF.

Changing your file structure mode

You can change your field structure mode by using the checkbox within your Click & Drop Desktop application settings. Please note that this setting will only be visible if you have had a Dropbox integration set up within your Click & Drop account.

Important notice: Changing your file structure mode may prevent any systems connected to your Click & Drop Desktop application from generating labels.

This will cause new folders to be created, so we recommend backing up or moving your current folders before making this change.